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## OVERVIEW

Case contacts are a critical component of case management. Caseworkers engage with children, parents, and caregivers to:

- Monitor children's safety and well-being.
- Assess the ongoing needs of children, parents, and caregivers.
- Obtain child, parent, and caregiver input for developing case service plans.
- Assess permanency options for the child.
- Monitor progress toward established goals.
- Ensure that children, parents, and caregivers are receiving and benefitting from necessary services.

At minimum, the primary foster care caseworker assigned to the case must complete case contacts according to the requirements listed in this item. The supervising agency must institute a flexible schedule to provide time outside of the traditional workday to accommodate the schedules of the individuals involved in all contacts. All case contacts must be documented within the social work contacts section in the electronic case management record.

***Exception:*** For children under the Interstate Compact on the Placement of Children (ICPC); see [ICM 130, Interstate Foster Care Procedures](#), [ICM 140, Interstate Residential Care Procedures](#), and *ICPC* in this item.

## DEFINITIONS

### Assigned Caseworker

The caseworker to whom primary case management responsibility has been assigned for a child or family in the electronic case management record. Unless otherwise specified, all caseworker contacts in this item are the responsibility of the assigned caseworker.

### Calendar Month

Each of the twelve named periods into which a year is divided: January, February, etc.

**Caregiver**

For purposes of this item only, licensed foster parents, licensed or unlicensed relatives, unlicensed unrelated caregivers, or a designated official for a child caring institution in which a child in foster care has been placed.

**Face-to-Face Contacts**

In-person interactions. Videoconferencing or any other similar form of technology does not serve as a face-to-face contact for the purposes of meeting the federal requirements in the Social Security Act.

**Month**

30 calendar days.

**Non-Offending Parent**

An unadjudicated parent for whom there is not a preponderance of evidence of abuse or neglect.

**Out-of-Home Placement**

Foster homes, relative caregiver homes, unrelated caregiver homes, independent living placements, residential or institutional settings, and out-of-state placements that are not receiving ICPC services.

**Video Conference**

A two-way audio and video communication through a platform such as Microsoft Teams, FaceTime, Skype, Zoom, or similar technology.

**Week**

The seven-day period from Sunday through Saturday.

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**CONTACT WITH  
CHILDREN -  
GENERAL  
REQUIREMENTS****Quality Visits**

Quality visits between the caseworker and child have been found to produce positive outcomes for children in foster care. A quality visit is defined as one in which the caseworker:

- Can meet with each child individually, without the presence of other individuals, to give the child an opportunity to ask questions as well as discuss the current placement.
- Views the child's bedroom and sleeping arrangements.
- Verifies safe sleep environments and practices for infants under 12 months.
- Assesses each child's educational, medical, dental, mental health and other needs and takes appropriate action or offers services in response to the identified needs of each child.
- Shows interest in the child to build and establish rapport.
- Shares and explains the case plan, including the plan for parenting time, visits with siblings and other relatives, and the child's permanency plan, in a developmentally appropriate way while allowing the child to ask questions and express viewpoints.

**Private Meeting**

A private meeting allows a caseworker to meet individually with a child. The way a caseworker conducts a private meeting will depend on the age and developmental ability of the child.

***Preschool Children and Older***

For older children, a private meeting allows the child an opportunity to ask questions and express feelings about their perception of the current circumstances without the presence of other individuals.

***Toddlers and Non-Verbal Children***

For younger children, a brief private meeting allows the caseworker an opportunity to observe and assess the child's behavior and development.

***Infants***

In lieu of a private discussion with a child under 12 months, the caseworker must view the child's sleeping arrangement and share [safe sleep guidelines](#) with the caregiver.

**Note:** Face-to-face contact with the infant is required during the home visit.

***Electronic Case Management Record Documentation***

Caseworkers must identify whether a private meeting, or safe sleep verification for infants, occurred for each child participant in the Participant screen within the Social Work Contact section of the electronic case management record.

**Unannounced Visit**

Unannounced visits are not required but may be made at the discretion of the caseworker or supervisor.

**Telephone  
Contacts**

Caseworkers are encouraged to make at least two telephone contacts with children during the first month after initial placement, as developmentally appropriate. For each subsequent calendar month, caseworkers should be available by phone as needed.

**Note:** Telephone contact includes text messaging, instant messaging, and video conferencing.

**Caseworker Visit  
Tool**

Two caseworkers visit job aids are available to help caseworkers in gathering information during monthly visits:

- [DHS-904, Foster Care/Adoption/Juvenile Justice Caseworker Visit Quick Reference Guide](#). This guide contains the

information that must be covered in a monthly visit but is not intended for recording notes.

- [DHS-904-A, Foster Care/Adoption/Juvenile Justice Caseworker Visit Tool](#). This form contains the information that must be covered in a monthly visit and may be used to take notes during the visit.

The caseworker visit job aids provide structure and reminders of required topics. The forms are not to be used as the documentation of the caseworker home visit in the case record, but as an aid to obtain pertinent information for the case service plans and to complete the case contact.

## CHILD IN OUT-OF-HOME PLACEMENT

The primary caseworker must have face-to-face contact with each child as indicated below.

### ***First Two Months after Initial Placement or a Placement Change***

- The caseworker must have at least two face-to-face contacts per month with each child in the first two months following an initial placement or a placement change.
- The first face-to-face contact must take place within five business days of the date of removal or placement change.
- At least one contact each month must take place in the child's placement setting.
- Each required contact must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

### ***Subsequent Calendar Months***

- The caseworker must have at least one face-to-face contact in the child's placement setting each subsequent calendar month.
- Each required contact must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

See *Appendix - Child in Out-of-Home Placement* for a reference chart.

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**CHILD IN A  
PARENTAL  
PLACEMENT**

A parental home placement, for case contact purposes, includes a child *placed with* any of the following:

- Custodial parent.
- Non-custodial parent.
- Adoptive parent.
- Legal parent.
- Legal guardian.
- Biological parent whose parental rights were previously terminated.

The contact standards detailed in this section are required anytime a child is placed with their parent or legal guardian.

**Respondent Parent**

Placement with a respondent parent includes when a child is:

- Returned to the removal home.
- Returned to a respondent non-custodial parent, following an adjudication hearing.
- Continued placement in the parental home under court authority and at least one of the child's siblings are placed in an out-of-home placement.

***First Month Following Reunification or Placement with a Respondent or Adjudicated Parent***

- The primary caseworker must have weekly face-to-face contact in the home with the parent or legal guardian **and** the child for the first month following reunification or parental placement.
- At least one contact each month must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

**Note:** The period of weekly contacts may be extended up to 90-days, if necessary.

***Subsequent Calendar Months***

- During each subsequent calendar month, the primary caseworker must have at least two face-to-face contacts in the home with the family until case closure.
- At least one contact each month must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

***Family Reunification and Families First Services***

When a family is receiving Family Reunification or Families First interventions, those service providers are responsible for all but one of the monthly contact requirements. **This does not discourage additional visits by the caseworker.**

The caseworker continues to be responsible for the case, contract service provider monitoring, and case service plan requirements. In addition to the face-to-face contact requirements with the family, the caseworker must complete the following:

- At least one face-to-face or telephone contact with the Family Reunification or Families First worker, each calendar month, to discuss the family's progress and compliance with the in-home service.
- Summarize pertinent information from the service provider's report in the case service plan and upload the reports in the electronic case management record.

See *Appendix - Child Placed with a Respondent Parent* for a reference chart.

**Non-Offending Parent**

When a child is placed with their non-offending parent, the primary caseworker must have face-to-face contact with the child as indicated below.

The non-offending parent's participation in the case service plan and treatment plan is voluntary. The non-offending parent **must** be given the opportunity to provide either written or verbal feedback regarding the child to be included in each case service plan; see [FOM 722-10, Court Review - Right to be Heard](#).

The non-offending parent must be given a copy of each redacted case service plan and treatment plan for the child. The non-offending parent is to be advised that copies of prior case service plans, court orders, and other written reports, except those made confidential by law, are available for review upon request; see [SRM 131, Confidentiality](#).

The non-offending parent may have access to the lawyer-guardian ad litem. Caseworkers may have to facilitate communication between the non-offending parent, the child, and the lawyer-guardian ad litem; see [FOM 722-10, Court Review](#).

***First Two Months after Initial Placement or a Placement Change***

- The primary caseworker must have at least two face-to-face contacts with the child per month for the first two months following an initial placement or a placement change.
- The first face-to-face contact must take place within five business days of the date of removal or placement change.
- At least one contact each month must take place in the child's placement setting.
- Each required contact must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

***Subsequent Calendar Months***

- The primary caseworker must have at least one face-to-face contact with the child each subsequent calendar month.
- At least one contact each calendar month must take place in the child's placement setting.
- Each required contact must include a private meeting between the child and the caseworker; see *Private Meeting* in this item.

See *Appendix - Child Placed with a Non-Offending Parent* for a reference chart.

**Discussion**

Each month, the caseworker should discuss with the parent, the assessment of the child's needs and strengths and how they are



being met in care, the child's permanency plan, and any other items that may be necessary. Some items that the caseworker should discuss may occur naturally within the case plan development and reassessment family team meeting; see [FOM 722-06B, Family Team Meeting](#). The caseworker must summarize the results of these discussions in the appropriate work area in the electronic case management record.

### Parents Residing in the Child's Out- of-Home Placement

A child is **not** considered to be in a parental home placement if:

- The child is placed with a relative caregiver, foster parent, or court-ordered unrelated caregiver, and the child's parent moves into the home.
- A minor parent is placed with their child **and** both the minor parent, and the child are in foster care and placed with the department for care and supervision.

When a child is living in an out-of-home placement and their parents also live in the home but do **not** have placement of the child, see *Child in Out-of-Home Placement* in this item for contact standards.

### CONTACT WITH PARENT OR GUARDIAN WHEN CHILD IS PLACED OUT-OF-HOME

When a child has a permanency goal of reunification, the primary foster care caseworker must have face-to face contact with legal parents and guardians as outlined in this section.

#### ***First Month after Initial Out-of-Home Placement***

The primary foster care caseworker must have at least two face-to-face contacts with the legal parent or guardian, with at least one contact occurring at the parent or guardian's home or living environment, during the first month following initial out-of-home placement.

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***Subsequent Calendar Months***

The primary foster care caseworker must have face-to-face contact with the legal parent or guardian at least once per calendar month. At least one contact each quarter must occur in the parent's residence.

**Quality Visits**

Quality visits between the caseworker and parent produce positive outcomes for children and families. A quality visit includes but is not limited to one in which the caseworker:

- Meets with each parent face-to-face and demonstrates compassion and respect.
- Listens, engages, and seeks to understand the parent's perspective, concerns, and wishes.
- Assesses each parent's needs and takes appropriate action or offers services in response to the identified need.
- Encourages and provides opportunities for the parent to participate in the child's care, including but not limited to, medical appointments, education planning, extracurricular activities, and transition and discharge planning if they are experiencing a residential intervention.
- Shares and explains the reasons for the protective intervention, the assessment of the child and family's needs and strengths, the plan for reunification, including the concurrent permanency plan, how the child's needs are being met in care, and the expectations of the visitation plan, including the steps necessary to expand the visitation plan.
- Obtains information about any relatives available for placement or support.

**Note:** Information that should be discussed with each legal parent or guardian monthly may occur naturally within the case plan development or reassessment family team meeting; see [FOM 722-06B, Family Team Meeting](#). The caseworker must summarize the results of these discussions in the appropriate work area in the electronic case management record.

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### ***Participation and Input***

Parents **must** have the opportunity to submit either written or verbal feedback regarding the child for inclusion in each case service plan. A written statement is preferred, and if one is provided, the caseworker must attach the statement to the case service plan before submitting the service plan to the court. If a written statement is not provided, the caseworker must summarize the parent's feedback in the case service plan.

### **Telephone Contacts**

The caseworker must have two telephone contacts with the legal parent or guardian in the first month after initial placement and telephone contact as needed in each subsequent calendar month if the legal parent or guardian has a telephone.

**Note:** Telephone contact includes text messaging, instant messaging, and video conferencing.

### **Unstable Living Situations**

For the purposes of this policy item, a person is considered homeless if their nighttime dwelling is one of the following:

- Supervised private or public shelter.
- Halfway house or similar facility to accommodate persons released from institutional settings.
- Place not designed or ordinarily used as a dwelling, for example, a building entrance or hallway, bus station, park, campsite, or vehicle.

If the parent is staying in a shelter, halfway house, or a place not ordinarily used as a dwelling, then a face-to-face contact at a safe location may be completed in lieu of contact at the location the parent is staying.

If the parent temporarily stays in a series of other people's homes, then a face-to-face contact is required at the residence where they are staying.

**Parents with  
Exigent  
Circumstances**

Face-to-face contact with parents who are incarcerated, hospitalized, or participating in an inpatient treatment program is encouraged but not required. The caseworker must maintain monthly telephone or written contact with the parent. All contacts must be documented in the electronic case management record, and all written correspondence must be uploaded in the electronic case management record.

**Parents Who Live  
in another State or  
County**

Contacts made by an interstate or courtesy supervision caseworker meet the requirement for in-home visits with the parents who live in another state or county; see [FOM 722-14, Foster Care - Courtesy Supervision](#), and [ICM 130, Interstate Foster Care Procedures](#).

If interstate or courtesy supervision is not secured, contacts must be made by the assigned caseworker as described in this item; see [APA 230, Travel and Employee Expense Reimbursement](#), for information on out-of-state travel reimbursement.

**Permanency Goal  
other than  
Reunification**

For children with a permanency goal other than reunification, caseworker contact may continue with the legal parent or guardian if they continue to play an active role in the child's life. The frequency, method, and content of contacts is determined at the discretion of the worker and supervisor based on the child's and parent's situation.

**CONTACT WITH  
CHILD'S  
CAREGIVERS**

The caseworker must have at least one face-to-face contact in the caregiver's home each calendar month. If there is more than one caregiver, such as a primary and secondary caregiver, the caseworker must have a face-to-face contact with the secondary caregiver in the home at least once each quarter.

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**Residential or  
Institutional  
Setting**

When a child is placed in a residential or institutional setting, the caseworker must have contact with the case manager/therapist assigned to the child, as described in this section.

**Required  
Discussion**

The caseworker must discuss the following topics monthly with the child's caregiver and document the information provided by the caregiver in the appropriate work area in the electronic case management record. This discussion may occur at the monthly home visit:

- Efforts to co-parent or support the legal parent or guardian.
- Date of child's last physical and dental exam.
- Medication dosages and diagnoses for the child.
- Psychotropic medication compliance and treatment effects; see [FOM 802-1, Psychotropic Medication in Foster Care](#).
- Medical, dental, and mental health concerns, appointments, treatment, follow-up care, and progress updates.
- Child behaviors, concerns, developmental milestones.
- [Safe sleep guidelines](#) for children under 12 months.
- Educational or school status, efforts, behaviors, and services provided.
- Caregiver's tasks to meet child's needs, including any ongoing extraordinary care required of the caregiver; see [FOM 903-03, Payments for Foster Family Care](#).
- Child's adjustment to the caregiver's family.
- Caregiver needs to support the child's placement.
- Permanency plan.
- Safety plan, if applicable.

- Any delinquency charges filed since the last visit.
- The caregiver's understanding and application of the prudent parent standard; see [FOM 722-11, Prudent Parent Standard and Delegation of Parental Consent](#).
- Any CPS or foster home licensing complaints made regarding the placement since the last visit.
- If the caregiver is pursuing licensure, obtain an update on licensing progress.
- For children placed in a residential care program, discharge planning and preparation is required.

### Participation and Input

Caseworkers must encourage caregivers to be actively involved in case planning, as a caregiver's involvement is integral to the case plan. Caregivers **must** have the opportunity to submit either written or verbal feedback regarding the child for inclusion in each case service plan. A written statement is preferred, and if one is provided, the caseworker must attach the written statement to the case service plan before submitting the service plan to the court. If a written statement is not provided, the caseworker must summarize the caregiver's feedback in the case service plan. Requests for caregiver input may be sent on the DHS-715, Hearing Notice, if the court provides notice of hearing to the caseworker in a timely manner; see [FOM 722-10, Court Review](#).

### Distribution of the Service Plan and Treatment Plan

Caseworkers must include caregivers in the development of the case service plan and the parent agency treatment plan. The caregiver must be given a copy of each redacted case service plan and parent agency treatment plan. Caregivers must be advised that copies of prior case service plans, court orders, and other written reports, except those made confidential by law, are available for review upon written request. They must also be advised that the information contained in the plans and reports must not be released to persons not directly involved with the care and treatment of the child; see [SRM 131, Confidentiality - Foster Care Records](#).

**Lawyer-Guardian  
Ad Litem**

Caseworkers must assist in facilitating communication between the caregiver, the child, and the lawyer-guardian ad litem; see [FOM 722-10, Court Review](#).

**CHILD IN AN  
EMERGENCY  
SHELTER FACILITY****Child**

A caseworker must have weekly face-to-face contacts with each child placed in an emergency shelter facility. The assigned caseworker must complete the first face-to-face contact with the child within five business days from the date the case is assigned to the caseworker or within five business days of the date of the placement. Each required contact must take place in the child's placement setting and must include a private meeting between the child and the caseworker.

Another caseworker or supervisor, other than the assigned caseworker, may complete the required face-to-face contact with the child every other week, alternating with the assigned caseworker.

**Facility Case  
Manager**

The assigned caseworker must have weekly contact with the facility case manager to discuss updates regarding the achievement of the discharge plan. The weekly contact with the facility case manager can be face-to-face or by phone or email.

**Supervisor**

The assigned caseworker must meet weekly with their supervisor for case consultation on any case where a child is placed in an emergency shelter facility; see [FOM 722-03, Placement Selection and Standards](#).

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**CHILD PLACED IN A  
PSYCHIATRIC  
INPATIENT SETTING**

The caseworker must maintain a minimum of daily contact with hospital personnel regarding the status of the child in a psychiatric inpatient setting and document the contact in the electronic case management record; see [FOM 802-1, Psychotropic Medication in Foster Care](#).

**CHILD RETURNS  
FROM AWOLP**

See [FOM 722-03A, Absent Without Legal Permission \(AWOLP\)](#), for the contact standards required when a child returns from AWOLP.

**CONTACT WITH  
TREATMENT AND  
SERVICE  
PROVIDERS**

Caseworkers must contact each professional involved in the child's care as needed to solicit the professional's observations and recommendations regarding the child and the child's caregivers. These contacts must be documented in the social work contacts and the information obtained must be detailed in the appropriate section of the case service plan.

In addition, all professional reports for the child and parents including, but not limited to, psychiatric and psychological evaluations, therapy and treatment plans, substance abuse screens and treatment summaries, Early On® or other child developmental assessments must be reviewed and summarized in the case service plan and uploaded on the electronic case management record.

**Physician Review  
of Case Service  
Plan**

The caseworker must review the child's case service plan with the child's primary care physician, or the attending physician if the child is hospitalized, if the child is diagnosed with any of the following conditions:

- Failure to thrive.



- Medical child abuse.
- Severe brain injury that is diagnosed as being the result of abuse, such as pediatric abusive head trauma.
- Substance exposure in utero.
- A bone fracture that is diagnosed by a physician as being the result of abuse or neglect.

This is to ensure that the case service plan addresses the child's medical needs specific to the abuse and neglect.

The court of jurisdiction must notify that physician of the time and place of a hearing where consideration is given to returning the child to their home; see [FOM 722-10, Court Review](#).

#### CONTACT WITH CERTIFICATION WORKER

When a child is placed with an unlicensed caregiver and the caregiver is pursuing licensure, caseworkers must have monthly contact with the certification worker until the family becomes licensed. The caseworker must assess any barriers that are impeding licensure, assist in rectifying the barriers, and document both the barriers and efforts in the case service plan; see [FOM 923, Relative Licensing and Waivers](#).

#### CONTACT WITH SUPERVISOR (SUPERVISION)

The caseworker must meet with their supervisor at least monthly for case consultation on every assigned case. Monthly case consultation may be conducted in person or by video conference.

***Exception:*** The caseworker must meet weekly with their supervisor for case consultation on any case where a child is placed in an emergency shelter facility; see *Child in an Emergency Shelter Facility* in this item.

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## Case Service Plan Approval

Supervisors must review and approve each case service plan. Case service plans cannot be approved until the supervisor has a meeting with the caseworker, which can occur during the monthly case consultation. Meetings for case plan approval may be conducted in person or by video conference.

Supervisory approval indicates agreement with the:

- Thoroughness, completeness, and accuracy of the report.
- Assessment or reassessment of risk and safety of the child.
- Identified needs and strengths of the child and family.
- Progress to permanency, including barrier reduction and parenting time.
- Appropriateness of current placement.
- Current treatment plan for the child and parents.
- Recommendations to the court.
- Compliance with Structured Decision Making.
- Efforts to place with relatives and reunify with siblings, as applicable.
- Appropriateness of continued provision of services or program type closure.

## Foster Care Supervisory Guide & Tool

The DHS-1154, Foster Care Supervisory Guide, and DHS-1155, Foster Care Supervisory Tool, are available to assist supervisors during case consultations in gathering information and assessing whether a child's needs of safety, permanency, and well-being are met.

The DHS-1154, Foster Care Supervisory Guide, contains the information that **must** be covered during case consultations, but is not intended for recording notes. The items in the guide are listed as

prompts to guide discussion and should be supported by case documentation.

The DHS-1155, Foster Care Supervisory Tool, **may** be used to take notes on items for follow-up.

**Note:** The guides and tools are not to be uploaded in the electronic case management record.

### Electronic Case Management Record Documentation

Monthly case consultations must be identified in the electronic case management record with the case contact type of *supervision*.

### TIMELY ENTRY OF CASE CONTACTS

All case contacts must be entered in the electronic case management record, **including attempted contacts, and missed appointments**. The case contact narrative should consist of a brief summary of the contact. **Significant information obtained during the contact must be summarized in the appropriate section of the case service plan.**

The caseworker must enter the required face-to-face contacts listed below in the electronic case management record within five business days of the contact. This includes attempted and missed face-to-face contacts.

- Any face-to-face contact with children, parents, or caregivers made by any of the following:
  - Foster care caseworker or supervisor.
  - Child protective services (CPS) caseworker or supervisor.
  - Adoption caseworker or supervisor.
  - Permanency resource monitors.
  - Michigan Youth Opportunities Initiative (MYOI) coordinators.
- Parent-child face-to-face contacts.
- Sibling face-to-face contacts.

All other case contacts must be entered prior to the report period end date on the applicable case service plan.

## ICPC Contacts

### ***Children Placed in Michigan by Another State***

Case contacts for children in foster care placed in Michigan by another state through the ICPC office must be entered in the electronic case management record as outlined above.

### ***Michigan Children Placed in Another State***

Case contacts for children in foster care who are placed out-of-state through the ICPC office must be entered in the electronic case management record prior to the report period end date of the applicable case service plan.

## Family Reunification/ Families First

Family Reunification and Families First contractors must submit all face-to-face contacts with children, parents, and caregivers to the assigned caseworker by the third business day of each month. Family Reunification and Families First face-to-face contacts must be entered in the electronic case management record within five business days of receipt.

**Note:** Families First Worker and Family Reunification Worker are association types in the electronic case management record and must be used when documenting case contacts for families participating in either of these programs.

## LEGAL AUTHORITY

### Federal

### ***Social Security Act, 422(b)(17)***

Videoconferencing or any other similar form of technology between the child and caseworker does not serve as a monthly caseworker visit for the purposes of meeting the requirements of section 422(b)(17) of the Social Security Act. A monthly caseworker visit must be conducted face-to-face and held in person.

***Child and Family Services Improvement Act of 2006, P.L. 109-288***

Requires the state to describe standards for the content and frequency of caseworker visits for children in foster care, that, at a minimum, ensure that the children are visited on a monthly basis, and that the visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the children's safety, permanency, and well-being.

***Safe and Timely Interstate Placement of Children Act of 2006, PL 109-239***

Requires state courts to ensure that foster parents, pre-adoptive parents, and relative caregivers of a child in foster care under the responsibility of the state are notified of any proceeding to be held with respect to the child and to allow caregivers the right to be heard in any proceeding held in reference to the child.

**State*****Probate Code, 1939 PA 288, as amended, MCL 712A.18f***

Review by child's physician in cases of abuse and neglect.

***Foster Parent Bill of Rights, 2014 PA 524, MCL 722.958a***

An act to establish certain standards for foster care and adoption services for children and their families; and to prescribe powers and duties of certain state agencies and departments and adoption facilitators.

***Dwayne B. v. Whitmer, 2:06-cv-13458***

Supervisors shall meet at least monthly with each assigned worker to review the status and progress of each case on the worker's caseload. Supervisors shall review and approve each service plan. The plan can be approved only after the supervisor has a face-to-face meeting with the worker, which can be the monthly meeting. Video conferences may be used for meetings between caseworkers and supervisors as required under the Modified Implementation, Sustainability, and Exit Plan (MISEP). Video conference is defined as a two-way audio and video communication through a platform such as Microsoft Teams, FaceTime, Skype, Zoom, or similar videoconferencing technologies.

**Licensing Rule*****Child Placing Agency Rule 400.12421***

Visitation and parenting time.

**POLICY CONTACT**

Questions about this policy item may be directed to the [Child Welfare Policy Mailbox \(Child-Welfare-Policy@michigan.gov\)](mailto:Child-Welfare-Policy@michigan.gov).

**APPENDIX*****Child in Out-of-Home Placement*****FIRST 60 DAYS FOLLOWING INITIAL OUT-OF-HOME PLACEMENT OR A PLACEMENT CHANGE**

Day 1 = Date of Removal or Date of Placement Change

Timeframe	Requirement
Business days 1-5	1 face-to-face contact by the <b>primary foster care caseworker</b> assigned to the case.
Calendar days 1-30	1 face-to-face contact by the <b>primary foster care caseworker</b> assigned to the case.  <b>Note:</b> This equals a total of two contacts required in the first 30 calendar days. <b>One of these contacts must occur in the child's placement setting.</b>
Calendar days 31-60	2 face-to-face contacts, with at least one contact occurring in the child's placement setting, by the <b>primary foster care caseworker</b> assigned to case.

### Subsequent Calendar Months

Each calendar month	1 face-to-face contact in the child's placement setting by the <b>primary foster care caseworker</b> assigned to the case.
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### *Child Placed with a Respondent Parent*

#### FIRST 30 DAYS FOLLOWING PLACEMENT WITH A RESPONDENT OR ADJUDICATED PARENT

Day 1 = Date of Placement

##### Timeframe

##### Requirement

#### *Without Families First or Family Reunification Services*

Weekly	1 face-to-face contact in the home by the <b>primary foster care caseworker</b> assigned to the case.
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#### *With Families First or Family Reunification Services*

Calendar Days 1-30	1 face-to-face contact in the home by the <b>primary foster care caseworker</b> assigned to the case.
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### Subsequent Calendar Months

#### *Without Families First or Family Reunification Services*

Each calendar month	2 face-to-face contacts in the home, by the <b>primary foster care caseworker</b> assigned to the case, until case closure.
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#### *With Families First or Family Reunification Services*

Each calendar month	1 face-to-face contact in the home, by the <b>primary foster care caseworker</b> assigned to the case, until case closure.
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### *Child Placed with a Non-Offending Parent*

**FIRST 60 DAYS FOLLOWING PLACEMENT WITH A NON-OFFENDING PARENT**

Day 1 = Date of Removal or Date of Placement Change

Timeframe	Requirement
Business days 1-5	1 face-to-face contact by the <b>primary foster care caseworker</b> assigned to the case.
Calendar days 1-30	1 face-to-face contact by the <b>primary foster care caseworker</b> assigned to the case.  <b>Note:</b> This equals a total of two contacts required in the first 30 calendar days. <b>One</b> of these contacts must occur in the child's placement setting.
Calendar days 31-60	2 face-to-face contacts, with at least one contact occurring in the home, by the <b>primary foster care caseworker</b> assigned to case.
<b>Subsequent Calendar Months</b>	
Each calendar month	1 face-to-face contact in the home by the <b>primary foster care caseworker</b> assigned to the case.